



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Sheila Dubs
Meeting Date:	Tuesday, November 14, 2023
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Statement of Annual Performance Evaluation for Sharon Hanson, City Administrator, and consider approval of a step increase
Background Information:	<p>In accordance with the personnel policy on Employee performance reviews (Policy 4.6) and the employment agreement between the City and Administrator Sharon Hanson, Hanson should receive an annual performance evaluation based upon the anniversary date of her hire date, which was November 16, 2017.</p> <p>On November 14, 2023, the City Council held a Special Meeting with a closed session in accordance with Minnesota Statute 13D.05, subd.3(a) to evaluate the performance of Administrator Hanson. In accordance with Minnesota law, the Council is required to summarize the conclusions of the evaluation and present a summary at the next open meeting. A summary of the performance evaluation will be presented by Mayor Byrnes.</p>
Fiscal Impact:	Sharon is compensated at Step I on the wage schedule, at \$167,648 annually. In accordance with the employment agreement, future compensation increases are determined by the Council, in its sole discretion, after each performance evaluation. Council approval of a step increase to Step J would reflect an annual salary of \$173,014.40, which would be effective November 16, 2023.
Alternative/Variations:	
Recommendations:	<ol style="list-style-type: none"> 1) That the Council accept the performance evaluation of Administrator Hanson. 2) That the Council approve a salary increase for Administrator Hanson to Step J at \$173,014.40 annually.